



**United States Army Garrison, Heidelberg
Environmental Management System's
Cross Functional Team
29 June 2005
Meeting Summary**

Ms. Osborne-Flesch opened the meeting by welcoming the group. Ms. Osborne-Flesch summarized the handouts provided to the attendees and stated that the main goal of the meeting was to review the current status of the EMS Environmental Management Programs proposed for the United States Army Garrison, Heidelberg (USAG-HD) and to solicit suggestions for improvement or corrections in the training materials, projects and Standard Operating Procedures (SOP) so far developed within each of the three EMS Programs. Ms. Osborne-Flesch stressed that the materials presented during the meeting were DRAFT versions presented for the Cross Functional Team's (CFT) initial review. She informed the members of the CFT that, following this meeting and any suggestions they might have for improving the drafts, she would meet with the appropriate personnel within the Directorate of Public Works (DPW) Operations and Management (O&M) Division to coordinate the further development and implementation of these items.

Following a detailed discussion of the proposed Programs, Ms. Osborne-Flesch Ms. Osborne-Flesch began to review the handouts presented to the attendees; as follows:

1) EMS Recycling Program – Draft Job Specific Training Module

Ms. Osborne-Flesch reviewed each of the slides in the module and asked for attendees to consider how they would improve the training module to best emphasize the concepts needing to be brought across during a web-based training session on this topic. As part of the discussion, Ms. Osborne-Flesch informed the CFT that due to a close collaborative effort, approximately 45 sets of recycling containers (consisting of three containers each – one for Yellow Bag/Recycling, one for Refuse/Trash and one for Compost) would be purchased for distribution in select buildings throughout the Garrison footprint. The buildings would be selected in a strategic manner to try to ensure the best utilization of these limited resources to affect an impact on the generation of waste in office and administrative areas. She then reviewed additional resources available through the Environmental Division's EMS web-site

<http://www.dpw.heidelberg.army.mil/environmental/environmental.htm>



Such resources include simplistic methods of converting standard Army-issue into proper recycling containers by printing out the signs provided for “Paper Only”, “Recyclables Only” and “Trash Only” and adhering them to the sides of the containers. These converted containers can then be lined with the appropriate bags (garbage bags for trash, yellow bags for Recycling; paper liner bags for Compost – [both attainable from the Self Help or Supply]). The custodial staff is required by Host Nation law and their contract with the U.S. Army to maintain the segregation of

the waste streams during their collection and management of the materials. Ms. Osborne-Flesch emphasized that if units or organizations had concerns about how the custodians managed the waste streams, they should contact Mr. Travis Vowinkel, the Solid Waste/Recycling Manager at DSN: 387-3180.

2) EMS Recycling Program – Proposed material for inclusion in SOP

In a continuation of the discussion on the status of the EMS Management Program for Recycling in Offices and Administrative Areas, Ms. Osborne-Flesch reviewed the second handout which presents information on simple steps that can be utilized to minimize the use of paper in offices and administrative areas. Ms. Osborne-Flesch explained that these and other additional steps would be included in the SOP for recycling, once developed. Ms. Osborne-Flesch again requested that the attendees review the handout and suggest additional options for maximizing recycling of all materials, not just paper products.

3) EMS Energy Management Program – Draft Job Specific Training Module

Ms. Osborne-Flesch reviewed each of the slides in the module and asked for attendees to consider how they would improve the training module to best emphasize the concepts needing to be brought across during a web-based training session on this topic. Ms. Osborne-Flesch again stressed that the Energy Conservation in Office and Administration Areas training module was still a first draft and that a thorough review of the proposed training would be conducted of the module by the O&M Energy Division in order to ensure the module’s accuracy and appropriateness following any comments made by the members of the CFT. During the discussion of the slides, Mr. Vowinkel informed the attendees that he had discussed the option of powering down of computers at night and when not in use with the Garrison Engineering Systems (formerly Information Technology (IT)) Division Chief and that the Chief had indicated a willingness to re-think the previous requirement for leaving all computers on during off-hours for IT access. Ms. Naomi Ambridge brought up that leaving the computers on constantly, regardless of utilization, also posed a fire hazard that needed to be considered. Ms. Osborne-



Flesch indicated that she would try to arrange a meeting with the Division Chief to discuss this issue further. Another discussion ensued when Ms. Osborne-Flesch presented the training slide covering the use of air conditioning and fans. According to Department of the Army policy in Europe, air conditioning in Germany for the purpose of personal comfort is strictly prohibited. Special allowances have been made to this directive for specific areas; areas such as hospitals and medical clinics, server rooms, and some headquarter offices. Following this discussion, Ms. Osborne-Flesch stated that the slides would be revised to emphasize the ban on the installation of air conditioner units is only for matters of personal comfort and may be allowed for medical reasons or other specific needs necessitating its use.

4) EMS Energy Management Program - Draft SOP

Ms. Osborne-Flesch followed her discussion of the proposed training module by presenting the proposed draft version of the SOP for Energy Conservation in Office and Administration Areas. Ms. Osborne-Flesch emphasized that the SOP would have to undergo major review by the O&M Energy Division before its release and requested that the members of the CFT concentrate their review on the general guidelines presented by the SOP and the responsibilities sections that they were familiar with. Ms. Osborne-Flesch concluded her presentation of the SOP by stating that SOPs similar to this one would be developed for the other two Significant Impacts.

5) & 6) EMS Vehicle Utilization Program –26th ASG Command Policy Memorandum 30, Use of Privately Owned Vehicle (POV) for Local Vicinity Travel (15 August 2003) and 26th ASG Command Policy Memorandum 31, Interagency Fleet Management Services (IFMS) Non-tactical Vehicle Utilization (01 February 2004)

Ms. Osborne-Flesch informed the CFT that the actual Target set for Vehicle Utilization [Based on the FY04 baseline, increase the number of fuel efficient, environmentally-friendly vehicles within the USAG-HD's DPW Non-Tactical Vehicle (NTV) Fleet by 10% by the end of FY07] had been met through changes in the fleet size and composition already coordinated with the Directorate of Logistics (DOL) and IFMS.

Ms. Osborne-Flesch continued her discussion of the status of the third Significant Impact's EMS Management Program by stating that, the CFT should consider utilizing the momentum of the program in order to affect a change in user attitude as a secondary goal. Ms. Osborne-Flesch stated that, unlike the other two programs, official memoranda of policy had already been released by the 26th Area Support Group (ASG) Command outlining guidelines for the utilization of government



vehicles. However, Ms. Osborne-Flesch continued by stating that, for the purposes of an expanded EMS Management Program, such memoranda would not be sufficient; additional policies would need to be developed, released and enforced in order to ensure that the accomplishment of the 2005 EMS Targets and Objectives for Vehicle Utilization was fully realized. Such policies would be summarized in an SOP and would need to form the basis of a training module similar to those presented for Recycling and Energy Conservation in Office and Administrative Areas. Whether or not to expand the already achieved Target for this Significant Impact should be considered by the CFT for further discussion.

As part of the discussion of the EMS Vehicle Utilization Program, Ms. Osborne-Flesch informed the CFT members that IFMS had announced that the “new” fleet of cars being purchased for the NTV fleet would be from European manufacturers (ensuring that the cars met the most current emission standards in affect at the time of purchase) and would be diesel unless a special request was made justifying the purchase of gasoline-powered engines. Ms. Osborne-Flesch continued by explaining that the Installation Management Agency, Europe (IMA-E) had stated that they were already beginning to transition from the former Fuel Coupon purchasing system to a credit card based one that would simplify obtaining diesel fuel from off-base sources; in addition, Ms. Osborne-Flesch stated that DOL had already begun to address the problem of a diesel fueled fleet by initiating plans to convert some of the fuel tanks at the secured fuel points on base to diesel – thus providing easy re-fueling for government vehicles using the key system already in place.

In closing, Ms. Osborne-Flesch thanked the attendees for their participation and requested that they review the meeting materials within the next week and provide her comments for revision and improvement for incorporation in the documents before her meetings with the various personnel within the O&M Division next week. Comments were requested to be submitted to her no later than (NLT) Wednesday, 06 July 2005.

The next CFT meeting was called for 27 July 2005 at Tompkins Barracks, Building 4219 at 13:30 hours. Directions to the meeting location were provided and are as follows:

Immediately after entry at the Tompkins Barracks Main Gate take a Right at the First Drive. Building 4219 is Beside the Parking Lot, Next to German Kanteen.

Each attended was provide a copy of the following material:

- 1) Copy of the two Job Specific Training Modules;



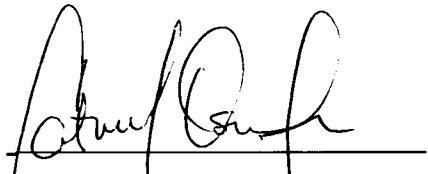
- 2) Copy of the Proposed Material for Inclusion in the SOP for the EMS Recycling Management Program;
- 3) Draft SOP for the EMS Energy Management Program in Office and Administrative Areas;
- 4) Copies of the two Policy Memoranda from the 26th ASG on Utilization of POVs and NTVs.

Upcoming Meetings:

27 July 2005, 1330, Tompkins Barracks, Building 4219

Attendees:

Mr. George Quick, AMC-DS-2
Ms. Valerie Neu, AAFES
Mr. Randy Hamilton, RCO-Seckenheim
CPT Alphonso Simmons, VCA
Ms. Naomi Ambridge, USAG-HD DPW
Ms. Laura Hettinger, USAG-HD DPW ED
SGT Aeyne Anne Dizicksa, PHV Vet Clinic
Mr. Travis Vowinkel, USAG-HD DPW O&M
CW4 Peter Johnson, AFOD
Ms. Brenda Harper, CPOC
Mr. Zerezghi Hashel Ghebrizghi, CPOC



Catherine M. Osborne-Flesch
USAG-HD DPW ED
EMS Coordinator

DISTRIBUTION:

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